



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCRM-M

05-36-AMCRM-M
13 September 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Processing of Requested Personnel Actions (RPAs) for Headquarters, U.S. Army Materiel Command (HQ AMC)

1. The AMC Resources Board ratified the staff recommendation to achieve five million dollars of our PBD 753 reduction through managed hire lag. To accomplish this goal we are formalizing current RPA processing procedures.
2. Effective immediately, all activities listed in paragraph 3 below must route all RPAs through the Deputy Chief of Staff for Resource Management, G-8 (DCSRM, G-8) for budgetary approval prior to submission to the servicing Civilian Personnel Office. The DCSRM, G-8, is responsible for tracking all positions in the HQs and ensuring funds are available to support requested personnel actions.
3. This policy pertains to HQ AMC (WOGWAA), Inspector General Activity (W2GJAA), Integrated Procurement System Office (W4X8AA), Office of the Executive Director for Conventional Ammunition (W4JBAA), and Intelligence & Technical Security Activity (W40HAA).
4. Please refer any questions or concerns to AMCRM-M (703) 806-8467/ DSN 656-8467, e-mail address: webb-drinkardt@hqamc.army.mil.

//Signed//
WILLIAM E. MORTENSEN
Lieutenant General, USA
Deputy Commanding General

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CF:

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